

**The Consul General Residence of the U.S. Consulate General in  
Naha provides a good opportunity to work for  
a high-ranking official in an international environment.**

<b>Vacant Position</b>	<p><b>Residence Assistant</b></p> <p>Part-Time: 30 hours/week (6 hours x 5 days) Employee may be required to work outside of the scheduled work hours.</p>
<b>Job Description</b>	<p>The job holder works under the direct supervision of the principal representative of the official residence or his/her designee. Primarily responsible for cleaning and upkeep of the official residence.</p> <p><b>HOUSEKEEPING:</b> Performs daily cleaning such as collecting and sorting laundry, laundering, folding, ironing, arranging clothing, linens, towels, napkins, etc., and mending or repairing as necessary minor tears, missing buttons and hardware, etc.; dusting, wiping, and polishing furniture, vacuuming flat surfaces, cleaning lamps and bric-a-brac, dusting artwork, etc. in the residence. Collects and sorts garbage, household rubbish, waste, etc. as combustible/noncombustible in compliance with local government instructions.</p> <p>Performs heavy cleaning periodically which involves moving, storing, assembling, and disassembling furniture items and equipment, rolling and moving carpets, mounting and dismounting drapes, vacuuming stairwells, cleaning silverware and tableware, chandeliers, windows, and other high mounted items, dusting artwork, changing bulbs, cleaning and waxing floors, moving plants and setting up floral arrangements, etc.</p> <p>As necessary, prepares meals, baked goods, or performs other kitchen duties.</p> <p><b>OFFICIAL FUNCTIONS:</b> Responsible for setting up and serving guests at official events such as breakfast meetings, luncheons, dinners, buffets, and receptions. Provides Cloak Room service at official functions; carefully receives, identifies, and returns garments of guests. Assists kitchen staff to prepare floral arrangements or to wash dishes, silverware, crystal, etc.</p> <p>Performs other duties as assigned.</p>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>-Must be a citizen of Japan or non-Japanese with required residency status for employment.</li> <li>-Must be physically fit to perform assigned duties.</li> <li>-Must be attentive to the needs of occupants, guests, and staff.</li> <li>-Must clean and maintain uniforms, and be always particularly sensitive to personal cleanliness and hygiene, including trimmed hair, neatly tied or worn under a net.</li> </ul>

<b>Employment Conditions</b>	<p>-<b>Term of Contract:</b> One year, renewable.</p> <p>-<b>Probationary Period:</b> Six months for the first contract with the employer.</p> <p>-<b>Work Hours: Part-Time,</b> 30 hours per week</p> <p>-<b>Compensation:</b> Compensation will be determined based on prior work experience and qualifications of the selected candidate.</p> <p><b>Hourly Rate:</b> ¥1,115</p> <p><b>Food Allowance:</b> ¥1,665/day if Employee worked for 4 hours or more in one day.</p> <p><b>Transportation Allowance:</b> Reimbursed for the least costly and most direct route from/to home and official residence.</p> <p><b>Bonus Allowance:</b> 1/6 of hourly rate</p> <p>-<b>Annual Leave and Holidays:</b> Provided in accordance with internal regulations.</p> <p>-<b>Labor Insurance:</b> Worker's Compensation and Employment Insurance</p>
<b>To Apply</b>	<p>Please submit an English resume and supporting documents (copy of diploma, licenses, English test score, etc.) to:</p> <p><b>MGMT</b> (Attn: ORE Staff Recruitment)  U.S. Consulate General in Naha  2-1-1, Toyama, Urasoe-shi, Okinawa 〒901-2104</p> <p>Only successful candidates will be contacted for interviews. Please indicate email/phone reachable during daytime. Submitted documents will not be returned. Telephone inquiries will not be accepted.</p> <p><b>Closing Date: Open Until Filled</b></p>